

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta, Department of Procurement (“DOP”), a proposal for **FC-9098, Comprehensive Transportation Plan Update**. The City of Atlanta (the “City”) is soliciting proposals from qualified firms to update the City’s existing Comprehensive Transportation Plan (“CTP”) known as the Connect Atlanta Plan. The CTP Program provides assistance to local governments by clearly defining city-wide goals, needs, and priorities, which support county and city comprehensive plans. Each CTP will address connections between land use and transportation, giving explicit consideration to the ability of recommendations to support local and regional land use plans. The objective of the City Design and CTP Update is to set a long-term vision and implement actions as Atlanta continues to build a world class, sustainable transportation system in a growing and evolving city.

A **Pre-Proposal Conference** will be held on **Wednesday, July 20, 2016, at 11:00 A.M. EDT**, at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from Department of Planning and Community Development, Risk Management, Office of Contract Compliance, Atlanta Workforce Development Authority and the Ethics Office available at the conference to discuss this project and to answer any questions. Attendance at the Pre-Proposal Conference is strongly encouraged.

Proponents will be allowed to ask questions during the Pre-Proposal Conference on **July 20, 2016**. However, please note that oral answers to questions during the Pre-Proposal Conference are not authoritative. Authoritative responses to all written questions will be published and made available to all proponents in the form of an addendum. The deadline to submit questions in writing is **Thursday, July 21, 2016, at 1:00 P.M. EDT**.

Your response to this Request for Proposals (“RFP”) must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, **no later than 2:00 P.M. EDT Thursday, July 28, 2016**.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M. EDT****

Proposals will be publicly opened and read at 2:01 P.M. EDT on the respective due date in Suite 1900 (1st Floor), 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

This RFP is being made available by electronic means. If accepted by such means, then the proponent acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the proponent’s possession and the version maintained by the DOP, the version maintained by the DOP shall govern.

The Proposal document may also be obtained from the Department of Procurement’s Plan Room, City Hall South, 55 Trinity Avenue, S.W., Suite 1900, Atlanta, Georgia 30303, at a cost of **\$75.00** per package, beginning on July 13, 2016.

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to the DOP’s Plan Room at dop@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive. Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the Plan Holder’s list should be directed to the Plan Room at (404) 330-6204.

All questions and inquiries concerning this project should be directed in writing to Teresa Slayton, CPPB, CPP, CPPM, GCPM, GCPA, Contracting Officer, Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303 or questions may be e-mailed to tslayton@atlantaga.gov.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

